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Courtyard by Marriott Ottawa

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## Welcome to a Refreshing Approach to Events

Whether you're organizing a business meeting or planning a special occasion for friends and family, no hotel makes it easier or more convenient to get things done on your terms than the Courtyard by Marriott. With flexible meeting spaces, fresh and innovating catering, and state-of-the-art audio-visual services, you can count on having all of the choices and options to make the most of your event. You can also count on our dedicated staff of hospitality professionals to take care of the details from start to finish.

We have enclosed sample menus, pricing and space plans to help you get started. If you are looking for something special, please do not hesitate to ask. Our team will do everything to help you design an event that exceeds your attendees' expectations.

Looking forward to serving you soon,

The Courtyard Events Team

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## package

All Day Meeting Package | 69.00 per person  
Includes food & beverage, meeting room rental  
and all taxes & gratuities. Minimum number  
may apply.

Continental Breakfast Table  
Chilled Tropicana Juices  
Whole Fruit Basket  
Sweet Breakfast Breads  
Muffins, Danishes & Croissants  
Butter & Preserves  
Coffee, Tea

Mid Morning Break  
Granola Bars, Chilled Tropicana Juices  
Coffee, Tea

Lunch Tables  
Your choice of the following buffets:  
Bistro Market  
Asian Stir Fry  
Baked Italian Lasagna

Afternoon Refresher  
Freshly Baked Cookies, Chips, Assorted Soft  
Drinks, Coffee, Tea



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## package

The Corporate Package | 48 per person  
Includes food & beverage, gratuities and tax.

On Arrival  
Granola Bars  
Chilled Tropicana Juices, Coffee, Tea

Lunch Tables  
Asian Stir Fry or Bistro Market

Afternoon Refresher  
Freshly Baked Cookies, Chips, Assorted Soft  
Drinks, Coffee, Tea

The Business Package | 26 per person  
Includes food & beverage, gratuities and tax.

On Arrival  
Freshly Baked Muffins & Breakfast Breaks  
Chilled Tropicana Juices, Coffee, Tea

Mid Morning Break  
Coffee, Tea

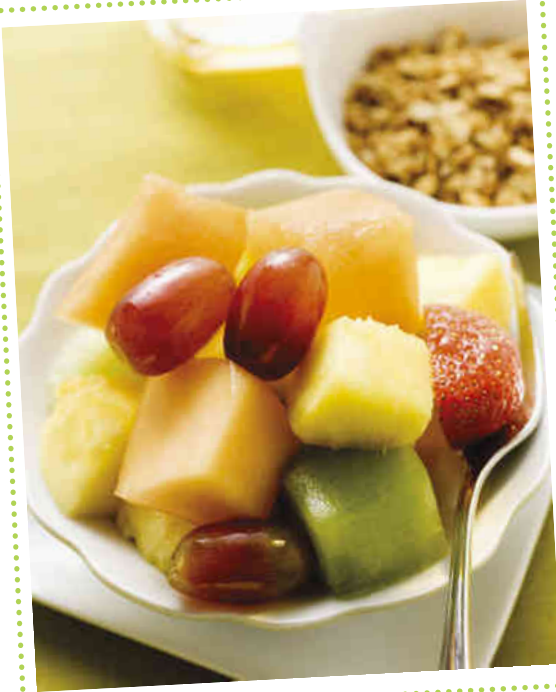
Afternoon Refresher  
Freshly Baked Cookies, Chips  
Assorted Soft Drinks, Coffee, Tea



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## breakfast

Quick Start | 12 per person

Chilled Tropicana Juices  
 Seasonal Whole Fruits  
 Freshly Baked Blueberry, Chocolate  
 and Bran Muffins  
 Toasted Sliced Bagels  
 Butter, Cream Cheese & Preserves  
 Coffee, Tea

Healthy Start | 14 per person

Chilled Tropicana Juices  
 Seasonal Whole Fruits  
 Selection of Yogurts  
 Low-Fat Muffins, Scones  
 Granola Bars  
 Cold Cereal with Milk  
 Butter & Preserves  
 Coffee, Tea

Full Start | 16 per person  
 (minimum 15 people)

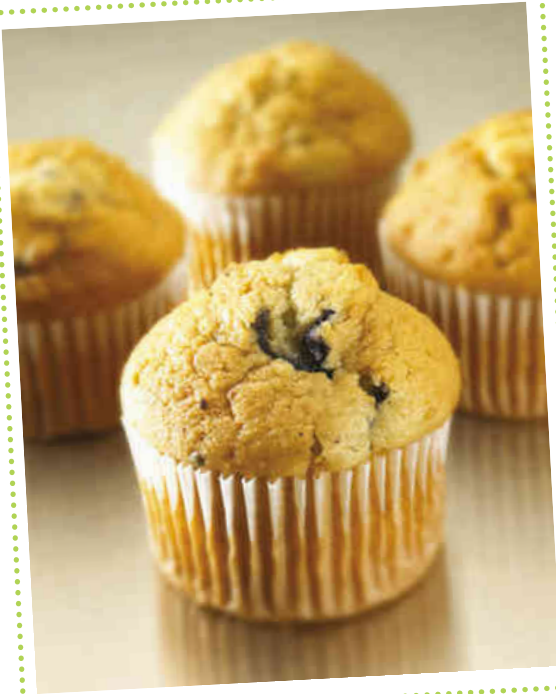
Chilled Tropicana Juices  
 Assorted Cereal with Milk  
 Scrambled Eggs  
 Breakfast Potatoes  
 Bacon or Sausages  
 Freshly Baked Blueberry, Chocolate  
 and Bran Muffins  
 Toasted Sliced Bagels  
 Seasonal Fruit Salad  
 Butter, Cream Cheese & Preserves  
 Coffee, Tea



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## breakfast

### Enhancements

Old Fashioned Pancakes with Strawberry Topping, Chocolate Sauce & Cinnamon Sugar | 2 per person

Oatmeal with Brown Sugar, Cranberries & Nuts | 3 per person

Hard Boiled Eggs | 21 per dozen

Sliced Cheese Plate | 3 per person

Chef's Omelette Station | 4 per person  
(minimum 30 people)

Freshly Brewed Starbucks® Coffee,  
Decaffeinated Coffee & Selection of Tazo® Teas  
| 3 per person



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## breaks

Welcome Break | 6 per person  
Chilled Tropicana Juices  
or Assorted Soft Drinks  
Coffee, Tea

Fit For You Break | 8 per person  
Chilled Tropicana Juices  
Seasonal Whole Fruits  
Granola Bars  
Coffee, Tea

After School Break | 10 per person  
Assorted Soft Drinks & Chilled Tropicana Juices  
Freshly Cut Fruit Salad  
Gourmet Cookies  
Coffee, Tea

Make Your Own Parfait | 12 per person  
Variety of Yogurts  
Granola Mix  
Dried Fruits  
Freshly Cut Fruits  
Coffee, Tea

Enhance your break

Freshly Brewed Starbucks® Coffee,  
Decaffeinated Coffee & Selection of Tazo® Teas  
| 3 per person



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## breaks

Granola & Cereal Bars | 2 each

Freshly Baked Cookies | 2 each

Turtle Brownies or Luscious Lemon Bar | 2 each

Seasonal Whole Fruits | 2 each

Freshly Baked Muffins, Scones, Breakfast Breads | 3 each

Individual Fruit Yogurts | 3 each

Assorted Soft Drinks | 3 each

Coffee, Tea | 3 per person

Granola Yogurt Parfait | 4 each

Freshly Cut Fruit Salad | 4 per person

Freshly Brewed Starbucks® Coffee,  
Decaffeinated Coffee & Selection of Tazo® Teas  
| 4 per person

Chilled Tropicana Juices | 18 per litre



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## lunch

All lunches include assorted soft drinks, coffee & tea service. (minimum 10 people)

The Market | 20 per person  
Tossed Green Salad  
Assorted Deluxe Sandwiches  
Pickles and Condiments  
Individual Bags of Chips & Pita Chips  
Fresh Fruit Salad  
Dessert of the Day

Asian Stir Fry | 20 per person  
Market Salad with Balsamic Dressing  
Chicken or Vegetarian Stir Fry served with  
Basmati Rice & Vegetables  
Chef's Selection of Dessert

The Mediterranean | 22 per person  
Greek Salad  
Chicken or Vegetarian Souvlaki  
served with Moroccan Couscous  
Apple Crisp



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## lunch

All lunches include assorted soft drinks, coffee & tea. (minimum 20 people)

Sandwich Deli | 22 per person  
Tossed Garden Greens with Balsamic Vinaigrette

Fresh Garden Vegetables & Dip  
Artisan Breads, Sliced Cold Cuts including:  
Ham, Turkey, Beef and Salami,  
Egg Salad, Tuna Salad  
Condiments & Relishes  
Chef's Selection of Dessert

Baked Italian Lasagna | 21 per person  
Oven Warm Garlic Bread  
Classic Caesar Salad

Your choice of Meat or Vegetarian Lasagna  
Chef's Selection of Dessert

### Enhancements

Soup of the Day | 2 per person

Classic Caesar Salad | 2 per person

Creamy Coleslaw | 1 per person

Tuna or Egg Salad | 2 per person

Yogurt Fruits Parfait | 3 per person

Seasonal Fruit Salad | 2 per person



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## dinner

Working Buffet Dinner | 26 per person  
(minimum 15 people)

Soup of the Day  
Tossed Garden Greens with Balsamic and  
Strawberry Vinaigrette

Choice of 1 Entrée:

Lasagna (Meat or Vegetarian)  
Asian Stir-Fry (Chicken or Vegetarian)  
Deluxe Sandwiches

Chef's Selection of Dessert  
Assorted Soft Drinks  
Coffee, Tea



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## technology

### Audio Visual

Any audio visual equipment required for an event must be approved by the hotel. Please note that the preferred audiovisual supplier is Advantage Audio Visual Rentals Ltd. Please contact at (613) 727-9200.



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## considerations

### FOOD AND BEVERAGE

All food and beverage for events held within the hotel will be supplied exclusively by the COURTYARD BY MARRIOTT OTTAWA.

All prices are quoted in Canadian dollars, and are subject to change without notice in order to meet increased market costs. However, the hotel will honour all confirmed prices on function contracts signed and returned by the client.

Taxes and service charges: all prices are exclusive of applicable taxes and service charges, and the following charges will be added to the bill:

Food & Beverage prices: 15% service, 13% HST

Function room rental: 13% HST

### DEPOSIT AND PAYMENT

A \$500.00 deposit is required at the time of booking in order to confirm social events for less than 100 people. For booking of 100 people or more, a deposit of \$1,000 is required at the signature of the contract. This deposit is non-refundable. 100% of the estimated amount is due 3 days prior to the event and is payable by cash, certified cheque or credit card.